



STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 13-X-2251937

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T045  
DATE ISSUED : 06/17/13  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1510999  
BUYER NAME : RAY BRESSLER

FOR: FUEL CREDIT CARD SERVICE, FLEET

BUYER PHONE NO. : (334) 242-4670-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 07/15/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 07/16/13 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER  
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY  
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT [WWW.DHS.GOV/E-VERIFY](http://WWW.DHS.GOV/E-VERIFY).

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS. THE LOWEST RESPONSIBLE BIDDER WILL BE DETERMINED BY THE BIDDER WHO OFFERS THE HIGHEST TRANSACTION REBATE FACTOR WHICH YIELDS THE LARGEST REBATE AMOUNT TO THE STATE. EACH TRANSACTION AMOUNT INVOICED AND PAID TO VENDOR BY ANY STATE AGENCY, DEPARTMENT OR BOARD WILL BE MULTIPLIED BY TRANSACTION REBATE FACTOR ( A PERCENTAGE GIVEN IN DECIMAL FORM ) TO YIELD ACTUAL REBATE AMOUNT. REBATE AMOUNT WILL BE CREDIT TO THE NEXT INVOICE FOR PARTICIPATING AGENCY/DEPARTMENT BUT MAY BE REVERTED TO A COMMON STATE OF ALABAMA ACCOUNT AT THE DISCRETION OF THE STATE PURCHASING DIRECTOR. REBATES DIRECTED TO A COMMON STATE OF ALABAMA ACCOUNT WILL BE PAID BY CHECK, DEPOSIT OR OTHER MEANS WITHIN THIRTY (30) DAYS AFTER ANY INVOICE IS PAID.

NOTE: REBATE FACTOR WILL BE PROVIDED BY BIDDER ON LINE 00001 OF PRICE SHEET BY FILLING IN SPACE PROVIDED WITHIN LINE ITEM DESCRIPTION ON PRICE SHEET OF BID FORM. THE NUMBER OF DAYS AN AGENCY TAKES TO PAY AN INVOICE WILL NOT BE A CONSIDERATION IN THE AWARD OF THIS BID.

NOTE: IF THERE IS A TIE IN REBATE FACTORS BID THEN PRICE OF ADDITIONAL CARD WILL BREAK THE TIE WITH THE LEAST AMOUNT BID. IF THERE IS STILL A TIE THEN COST OF POS DEVICE WILL BREAK THE TIE WITH LEAST COST BID SHOWN IN LINE 00001 DESCRIPTION.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST,

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SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

BLANK LINES:

TO EVALUATE THE BID IN AN EFFICIENT MANNER, THE VENDOR SHOULD FILL-IN ALL BLANK LINES APPLICABLE TO A SPECIFIC COMMODITY DESCRIPTION.

BLANK LINES:

THE BLANKS SHOWN IN THE UNIT PRICE AND EXTENDED AMOUNT ARE NOT TO BE FILLED IN. THESE LINES ARE TO REMAIN BLANK. THEY ARE NOT PART OF THIS BID. BLANK LINES IN LINE 00001 DESCRIPTION MUST BE FILLED IN OR BID WILL BE REJECTED (INCLUDES BLANK LINES FOR REBATE FACTOR, ADDITIONAL CARD AND POS DEVICE).

PURPOSE:

ESTABLISH A CONTRACT FROM THE ITEMS LISTED FOR ALL STATE AGENCIES. CONTRACT PRICES ARE AVAILABLE TO ALL LOCAL GOVERNMENTAL AGENCIES AND SCHOOLS.

VENDOR REFERENCES:

VENDOR MUST PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. REFERENCES MUST BE FOR FLEET FUEL CREDIT CARD SERVICES OF A SIMILAR SIZE AND SCOPE AS REQUIRED IN THE BID. AT LEAST ONE OF THE REFERENCES MUST BE A STATEWIDE GOVERNMENT CONTRACT. INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED.

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THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY PRE-BID CONFERENCE

DATE: 07/02/13

TIME: 10:00 AM

STATE ALA DIV PURCHASING

RSA UNION BLDG / SUITE 192

100 N UNION ST

MONTGOMERY AL 36104

ATTACHMENTS

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PURPOSE:

THE PURPOSE OF THIS INVITATION TO BID IS TO ESTABLISH A STATEWIDE CONTRACT FOR FUEL CREDIT CARD SERVICE TO BE USED BY STATE AND LOCAL GOVERNMENTAL AGENCIES AND SCHOOL SYSTEMS IN ALABAMA. THERE ARE APPROXIMATELY 14,000 +/- VEHICLES IN STATE GOVERNMENT FLEET OPERATIONS. THE STATE OF ALABAMA ALSO HAS AIRCRAFT, BOATS, OFF-ROAD VEHICLES, TRACTORS, LAWN MOWERS AND EQUIPMENT, ETC. LOCATED THROUGHOUT THE STATE FOR WHICH THIS CONTRACT MAY BE USED. THE CARD MUST ALLOW STATE DRIVERS THE ABILITY TO REFUEL VEHICLES AND OTHER EQUIPMENT DESCRIBED ABOVE AT THE STATE MOTOR POOL IN MONTGOMERY, ALABAMA THROUGHOUT THE STATE OF ALABAMA AND IN THE OTHER 47 CONTIGUOUS STATES OF THE UNITED STATES.

USE OF THE CONTRACT BY LOCAL GOVERNMENTAL AGENCIES AND SCHOOL SYSTEMS IS OPTIONAL AND WILL BE AT THE MUTUAL AGEEEMENT OF BOTH THE LOCAL AGENCY OR SCHOOL SYSTEM AND THE CONTRACT VENDOR.

A STATEWIDE CONTRACT WILL BE AWARDED BY THE DEPARTMENT OF FINANCE DIVISION OF PURCHASING; HOWEVER, USAGE IS NOT GUARANTEED. THE AWARDED VENDOR WILL ESTABLISH ACCOUNTS WITH EACH STATE DEPARTMENT, AGENCY, BOARD OR COMMISSION AS NEEDED.

UPON AWARD THE CONTRACT VENDOR MUST BE IN ACCORDANCE WITH THE LAWS, POLICIES, AND PROCEDURES OF THE STATE. ANY SUCH REQUIRMENT OF THE BIDDER THAT IS DEEMED TO BE IN CONFLICT WITH STATE LAWS, POLICIES AND PROCEDURES WILL BE REVISED SO AS TO COMPLY WITH ALABAMA LAWS POLICIES AND PROCEDURES OR WILL BE NULL AND VOID.

CONTRACT PERIOD:

CONTRACT PERIOD SHALL BE FROM THE DATE OF AWARD FOR ONE YEAR (EXAMPLE (08-01-13 - 07-31-14)).THERE IS AN OPTION TO ISSUE A SECOND, THIRD, FOURTH AND FIFTH 12-MONTH CONTRACT WITH THE SAME PRICING, TERMS AND CONDITIONS. SUCCEEDING 12-MONTH CONTRACTS, IF AGREED BY BOTH PARTIES WOULD BEGIN THE DAY AFTER THE PRECEDING CONTRACT ENDS. ANY SUCCESSIVE CONTRACT MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND THE VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS CONTRACT.

BASIS OF AWARD:

AWARD SHALL BE BASED ON THE HIGHEST TRANSACTION REBATE FACTOR OFFERED WHICH YIELDS THE LARGEST REBATE AMOUNT TO THE STATE. (SEE "AWARD" ON PAGE 4 AND LINE ITEM 00001 ON PRICE SHEET FOR MORE EXPLANATION.) THE TRANSACTION REBATE FACTOR WILL REMAIN CONSTANT THROUGHOUT THE CONTRACT AND REBATES WILL NOT BE CHANGED BY THE NUMBER OF DAYS AN AGENCY OR DEPARTMENT TAKES TO PAY AN INVOICE. BIDDER MUST BE RESPONSIBLE AND MUST MEET ALL SPECIFICATIONS OF THIS SOLICITATION TO RECEIVE AWARD OF CONTRACT.

COMPLIANCE WITH ALL LAWS:

VENDOR SHALL PERFORM ITS OBLIGATIONS HEREUNDER IN ACCORDANCE WITH ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS, RULES AND REGULATIONS.

INSURANCE:

VENDOR SHOULD BE ABLE TO SHOW PROOF OF INSURANCE WHICH SHALL PROTECT THE VENDOR AND THE STATE FROM ANY CLAIMS FOR BODILY INJURY, PROPERTY DAMAGES, OR PERSONAL INJURY WHICH MAY ARISE OUT OF OPERATIONS UNDER THE CONTRACT. AWARDED VENDOR WILL BE REQUIRED TO SUBMIT A COPY OF INSURANCE CERTIFICATE UPON REQUEST.

CREDIT CARD ACCEPTANCE:

RETAIL AUTOMOBILE FUEL STATIONS:

FUEL CREDIT CARD MUST BE ACCEPTED BY ALL MAJOR FUEL COMPANIES. MULTIPLE FUEL LOCATIONS MUST BE AVAILABLE IN EACH OF THE 67 COUNTIES

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OF ALABAMA WITH A MINIMUM OF 2,600 TOTAL STATIONS STATEWIDE.  
BIDDER MUST PROVIDE ADDRESSES OF STATIONS IN THE STATE ATTACHING  
PRINT FORMAT, FLASH DRIVE OR CD WITH INFORMATION TO ORIGINAL BID  
AND TO COMPLETE EXACT COPY OF ORIGINAL BID.

BIDDER MUST HAVE ABILITY TO ALLOW FOR OUT OF NETWORK PURCHASES USING  
VISA OR MASTER CARD TO CAPTURE LEVEL III FOR MINIMUM OF 95 % OF OUT OF  
NETWORK TRANSACTIONS (SEE "PROCESSING:" PARAGRAPH, ALSO).

AVIATION FUEL SITES:

VENDOR MUST PROVIDE FUEL CREDIT CARD SERVICE TO STATE AGENCIES AT  
AIRPORTS WITHIN ALABAMA AND IN THE OTHER 47 CONTIGUOUS STATES OF THE  
UNITED STATES. THERE MUST BE A MINIMUM OF 40 AIRPORTS/AVIATION  
FUELING SITES IN ALABAMA THAT ACCEPT THE VENDOR'S FUEL CREDIT CARD.

BOAT REFUELING SITES:

FORTY OF THE 67 COUNTIES IN ALABAMA HAVE MARINAS. THE MARINAS IN  
ALABAMA THAT SELL BRANDED FUEL SHOULD ACCEPT THE BIDDER'S FUEL CREDIT  
CARD.

RETAIL SERVICE/MAINTENANCE SITES:

THE FLEET FUEL CREDIT CARD MUST BE ACCEPTED BY AT LEAST 3,000 VEHICLE  
SERVICE/MAINTENANCE SITES IN ALABAMA AND IN THE OTHER 47 CONTIGUOUS  
STATES. THESE SITES ARE TO OFFER EMERGENCY MINOR VEHICLE REPAIR  
SERVICES INCLUDING BUT NOT LIMITED TO OIL CHANGES, BATTERIES AND TIRE  
ROTATION/REPAIR.

THE CARD MUST BE ACCEPTED BY SERVICE/MAINTENANCE PROVIDERS THAT DO NOT  
HAVE FUELING PUMPS, SUCH AS EXPRESS OIL, AMERICAN LUBEFAST, MIDAS,  
GOODYEAR, FIRESTONE, SEARS, PEP BOYS, ETC.

STATE MOTOR POOL:

VENDOR WILL PROVIDE AND MAINTAIN A "POS" DEVICE AT THE STATE'S  
DESIGNATED CENTRAL FUELING SITE (CURRENTLY STATE MOTOR POOL  
ON RIPLEY STREET IN MONTGOMERY, AL). VENDOR WILL BE RESPONSIBLE  
FOR TRAINING MOTOR POOL EMPLOYEES IN THE USE OF THE "POS" DEVICE.  
VENDOR WILL PROVIDE CARD SERVICES AT THE MOTOR POOL AT NO FEE.

ADDITIONAL SITES:

VENDOR WILL SUPPLY SERVICE SUPPORT/MAINTENANCE FOR "POS" DEVICES  
FOR ADDITIONAL STATE-OWNED AND/OR OPERATED FUELING SITES.  
VENDOR WILL PROVIDE CARD SERVICES AT THESE ADDITIONAL STATE OWNED  
SITES. VENDOR MAY CHARGE FOR ADDITIONAL SITES (SEE PRICE SHEET P.12).

PROCESSING:

BIDDERS MUST STIPULATE THAT A MINIMUM OF 98% OF RETAIL SERVICE SITE  
TRANSACTIONS ARE PROCESSED ELECTRONICALLY AT THE TIME OF THE BID  
OPENING. BIDDERS MUST STIPULATE THAT A MINIMUM OF 95% OF RETAIL  
SERVICE SITE TRANSACTIONS CAPTURE THE REQUIRED LEVEL III DATA AT THE  
TIME OF THE BID OPENING.

DIRECTORIES:

UPDATED DIRECTORIES MUST BE AVAILABLE ON THE BIDDERS INTERNET WEB SITE  
AND THE AWARDED VENDOR MUST BE ABLE TO PROVIDE COPIES OF DIRECTORIES  
UPON REQUEST. VENDOR SHOULD HAVE AN ESTABLISHED PROCEDURE TO ADD  
ADDITIONAL SITES AS THEY BECOME AVAILABLE.

ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 13-X-2251937  
OPEN DATE : 07/16/13 TIME: 10:00 AM  
T-NUMBER : T045  
RETURN DATE: 07/15/13 TIME: 5:00 PM

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INVITATION TO BID

STATE SALES TAX/STATE FUEL TAX;

STATE AGENCIES/DEPARTMENTS ARE EXEMPT FROM PAYING STATE SALES TAX. THE FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) IS AVAILABLE TO ALL STATE AGENCIES. THE DEPARTMENT OF REVENUE, MOTOR FUELS SECTION HAS VERIFIED THAT THE STATE DOES PAY STATE FUEL TAX. STATE AGENCIES ARE EXEMPT FROM PAYING FEDERAL EXCISE TAX EXCEPT ON DIESEL FUEL. THE IRS REQUIRES LEVEL III DATA CAPTURE TO QUALIFY FOR FEDERAL EXCISE TAX EXEMPTION. THEREFORE, THE VENDOR MUST BE CAPABLE OF CAPTURING THE FOLLOWING TRANSACTION DATA ELECTRONICALLY:

- A. ACCOUNT NUMBER
- B. CARD ID
- C. DATE OF TRANSACTION
- D. TIME OF TRANSACTION
- E. NUMBER OF UNITS PURCHASED
- F. PRICE PER UNIT OF PURCHASE
- G. TYPE OF FUEL
- H. ODOMETER READING
- I. FUEL VENDOR
- J. TOTAL PRICE
- K. COMMODITY PURCHASED.
- L. GRADE OF COMMODITY
- M. PIN, VEHICLE OR DRIVER ID
- N. FULL SERVICE OR SELF-SERVICE
- O. PURCHASES AT ISLAND CARD READER
- P. EXCEPTION TRANSACTIONS
- Q. FUELING LOCATION ADDRESS

SHOULD THE VENDOR FAIL TO CAPTURE THE AMOUNT OF LEVEL III DATA REQUIRED BY FEDERAL LAW FOR A DEDUCTION, SAID VENDOR AGREES TO REIMBURSE THE STATE FOR ALL EXPENSES INCURRED BY THE STATE AS A RESULT OF THE LOST DEDUCTION AND FOR ANY AND ALL FEES AND FINES ASSOCIATED WITH THE LOST DEDUCTION.

SHOULD THE VENDOR FAIL TO MEET ANY OTHER STIPULATED TERMS SET FORTH HEREIN, VENDOR AGREES TO REIMBURSE THE STATE FOR ALL EXPENSES INCURRED BY THE STATE WHEN VENDOR FAILS TO MEET CONTRACT SPECIFICATIONS.

CONTROLS/RESTRICTIONS:

RESTRICTIONS ON CARDS MAY BE ISSUED UNDER THIS PROGRAM. RESTRICTIONS WHICH MUST BE PROVIDED BUT NOT LIMITED TO THE FOLLOWING:

- A. SINGLE TRANSACTION DOLLAR AMOUNT LIMIT FOR INDIVIDUAL ACCOUNTS
- B. NO CASH ADVANCES PERMITTED
- C. NO CASH REFUNDS PERMITTED
- D. RESTRICT OR ALLOW TRANSACTIONS PER CARD BASED ON TRANSACTION DOLLAR AMOUNT (DAILY, MONTHLY OR CYCLE)
- E. RESTRICT OR ALLOW TRANSACTIONS PER CARD BASED ON TOTAL DOLLAR AMOUNT (DAILY, MONTHLY OR CYCLE)
- F. RESTRICT OR ALLOW TRANSACTION PER MERCHANT CATEGORY CODE BLOCKING.
- G. VENDOR MUST HAVE THE ABILITY TO GROUP WITHIN CONTROL PROFILES AND TO UPDATE OR CHANGE PROFILES IN REAL TIME FOR PRODUCT TYPE (FLUIDS, LUBE/OIL, GENERAL REPAIRS AND ROADSIDE ASSISTANCE).

CARD DESIGN:

- A. THE VENDOR WILL DESIGN A "STATE" CARD IN COOPERATION WITH THE DIVISION OF PURCHASING - DEPARTMENT OF FINANCE.
- B. THE VENDOR WILL PROVIDE A NON-DESCRIPT "VENDOR" CARD FOR UNDER-COVER USE. THE "STATE OF ALABAMA" CARD AND THE "VENDOR" CARD WILL BE DESIGNED AT THE VENDOR'S EXPENSE.

SECURITY:

CARDS MUST HAVE A UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ASSIGNED FOR SECURITY AND MUST BE ABLE TO BE CANCELLED AND TO BE REPLACED ON-LINE BY THE USING AGENCY IF LOST OR STOLEN.

ATTACHMENTS

VENDOR NAME :

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INVITATION TO BID

BILLING FILE INFORMATION / DISTRIBUTION:

VENDOR MUST BE ABLE TO INTEGRATE HISTORIC DATA WITH CURRENT DATA FILES AND MUST BE ABLE TO PROVIDE AN ELECTRONIC FILE COMPATIBLE FOR DOWNLOAD INTO EACH STATE AGENCY OR DEPARTMENT'S CURRENT SOFTWARE PROCESS AT NO COST TO THE STATE. VENDOR MUST BE ABLE TO PROVIDE BILLING WITH PRODUCT CODES CUSTOMIZED TO THOSE CODES USED BY EACH STATE AGENCY, DEPARTMENT OR BOARD AT NO COST TO THE STATE. STATE WILL PROVIDE NECESSARY INFORMATION TO ISSUE CARDS. VENDOR IS RESPONSIBLE FOR CARD DISTRIBUTION.

INVOICES:

AWARDED VENDOR WILL INVOICE AN AMOUNT LESS APPLICABLE TAXES THAT A PARTICULAR AGENCY IS EXEMPT.

ON-LINE REPORTING:

VENDOR MUST PROVIDE ON-LINE ACCESS TO ACCOUNT INFORMATION INCLUDING THE ABILITY FOR AGENCIES TO ADD/DELETE DRIVERS/VEHICLES, REPORT LOST/STOLEN CARDS, OBTAIN NEW/REPLACEMENT CARDS, AND ACCESS REPORTING DATA.

STATE IS NOT LIABLE FOR UNAUTHORIZED PURCHASES MADE ON LOST OR STOLEN CARD(S) PROVIDED THE MISSING CARD IS PROMPTLY REPORTED VIA TELEPHONE OR INTERNET AS LOST OR STOLEN AND CANCELLED IMMEDIATELY.

NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO READ THIS ENTIRE ITB FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THIS BID.

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BIDDER SHOULD ATTACH A COPY OF DHS EVERIFY MEMO OF UNDERSTANDING (MOU) AND MEMO SHOULD BE COMPLETED AND VERIFIED TO HELP EXPEDITE AWARD.

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PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 13-X-2251937 PAGE 12  
OPEN DATE : 07/16/13 TIME: 10:00 AM  
T-NUMBER : T045  
RETURN DATE: 07/15/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:  
SHIP TO: R1 /  
STATEWIDE

00001	COMMODITY CODE: 946-34-085848 FUEL CREDIT CARD SERVICES, FLEET, STATEWIDE CONTRACT IN ACCORDANCE WITH PROVIDED SPECIFICATIONS. *	1	LOT		
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TRANSACTION REBATE FACTOR IN DECIMAL:  
\_\_\_\_\_ (MUST BE FILLED IN).

SPECIFY COST FOR PROVIDING SUPPLY  
SERVICE / MAINTENANCE AND "POS" DEVICE  
FOR ONE YEAR FULLY OPERATIONAL FOR ANY  
ADDITIONAL STATE LOCATION \$ \_\_\_\_\_  
(MUST BE FILLED IN BY BIDDER).

NOTE: STATE WILL NOT PAY FOR INITIAL  
CARD ISSUE. REPLACEMENT CARD \$ \_\_\_\_\_  
(MUST BE FILLED IN BY BIDDER).

VENDOR WILL ALSO PROVIDE TELEPHONE  
SUPPORT 24 HOURS / 7 DAYS A WEEK TO  
ANSWER QUESTIONS AND RESPOND TO  
PROBLEMS WITHIN ONE (1) HOUR.

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

BIDDER SHOULD PROVIDE INFORMATION  
ABOVE (PHONE, EMAIL AND WEBSITE).

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_